

Security Variance Request For New Email Servers

This form is designed to obtain sufficient information regarding your request so as to minimize the time between request and response and to avoid the need for additional information. FAX the fully completed form, with required signatures, to (303) 239-4609 to the attention of the **Security Administrator**. Unused 'permits' are removed after 90 consecutive days of inactivity. Include attachments of any other pertinent information.

Request Date: _____

Requestor Information (required):

Name: _____

Position: _____

Telephone: _____

Email: _____

Agency: _____

Technical Contact (required):

Name: _____

Position: _____

Telephone: _____

Email: _____

Agency: _____

Physical location: _____

IP Address of the New Email Server _____

Domain Name: _____

Registrar: _____

I.P. Addresses and corresponding Host/Domain Name to be returned for Pointer Records (PTR):

Protocol Requested: SMTP ☐ IMAP ☐ POP3 ☐ Other (identify) _____

Requesting Manager/Director/CIO Signature Authorization:

Signature Printed Name

DoIT Approvals

Security Manager: _____ **Date:** _____

Disposition: Approved ☐ Disapproved ☐

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Security Administrator: _____ **Date:** _____ **Risk:** _____

Network Security Administrator: _____ **Date:** _____ **Risk:** _____

Network Administrator: _____ **Date:** _____ **Risk:** _____

Explanation of Email Security Variance Form

Request Date: The date upon which this request was initiated by you or your organization

Requestor/Technical Information:

Name: Normally a technical contact for this request.
Position: Current Title of the technical contact for this request.
Telephone: A contact number
Email: Current, valid email contact

I.P. Address of the New Email Server:

The Numeric representation (I.P. Address) that the Email Server has or will have. The DPA DoIT ISOC needs this I.P.Address so that this request can be applied to the appropriate Firewall Access Lists

Domain Name: An example of Domain name would be AOL.COM or perhaps Earthlink.COM.

Registrar: Typically Verisign would be an example of a Registrar.

Physical location:

Physical address is the actual physical address (actual Post Office address) at which this device will function including city and zip code.

I.P. Addresses and corresponding Host/Domain Name to be returned for PTR Records:

The name that is returned when looking up a numeric I.P. Address

Protocol Requested: Check the Protocol(s) that you wish to open for email transfers.

Requesting Signature Authorization:

This area is a request for a State of Colorado or MNT Authority's personal signature assuring that he or she understands the implications involved in requesting computer access into a secured network.

DoIT Approvals: This area is for DoIT use only.